

BOARD OF FINANCE

Minutes of the Special Meeting held on March 8th 2018

	Regular Members	Others
Present	Y John LaPorta (CHM) Y Lisa Lansing N David Hubbard Y William Hurlburt N Janet Sanders Y Joseph Pryor	Y Barbara Herbst, BoF Clerk Y Anne Kosciusko, BoE Clerk Y Catherine Tatge, Chairwoman BoE Y Michael Croft, CCS Principal Y Richard Bramley Y Tracy Gold, BoE member Y David Cadwell, BoE member
		Alternate Members
		Y K.C. Baird Y Darilyn Woods

Call to Order
Chairman

7:32 p.m.

Elevated alternate members K.C. Baird and Darilyn Woods

1 - BoE presents proposed budget for FY 2018 - 2019

Catherine Tatge, Chairwoman of the BoE opened the presentation and turned it over to CCS Principal Michael Croft.

Michael Croft thanked the BoE and Anne Kosciusko for their hard work and collaboration in putting the budget together.

The proposed BoE budget, appended to these minutes, is showing a 6.08% reduction for CCS and a 13.19% increase for Region One. Combined, the overall increase is showing 1%.

Mr. Croft characterized the proposed budget an "honest estimate" which will facilitate continuance of the high standard of education and enriching experiences currently enjoyed by the CCS students.

Highlights of the proposed budget were:

- Reduction of a 1.4 FTE Certified staff positions.
- Change in insurance carrier for certified staff.
- No Nature's Classroom in FY '19 - alternating years only
- Reduced costs for sports officials.
- Decrease in tech related supplies, no longer purchasing ink and toner.

Discussion ensued and included but was not limited to the following topics:

- Cost per student and staffing.
- Tuition paying students.
- Enrichment activities provided by CCS.
- Capital expenditures.

2 - Budget for FY 2018 - 2019

Chairman LaPorta suggested that any discussion of the proposed budget be held until the next meeting scheduled for 3/15/18 which will be a workshop meeting.

3 - Public Comment

Public comment was brief and limited to acknowledging the hard work that goes into preparing and presenting a proposed budget. The BoE members thanked Michael Croft and Anne Kosciusko.

4 - Adjournment

Motion

Joseph Pryor Made a motion to adjourn the meeting.

Bill Hurlburt Seconded

Motion passed unanimously

9:42 PM

Submitted:

Barbara E. Herbst

Barbara E. Herbst, Board Clerk

Note:

Minutes remain "Draft" until accepted at the next regular scheduled meeting, please see subsequent meeting minutes for any corrections to these minutes.

Cornwall Board of Education 2018-2019 Summary

CATEGORY	BUDGET 2016-2017	ACTUAL 2016-2017	BUDGET 2017-2018	ESTIMATED 2017-2018	PROPOSED 2018-2019	+/-	% CHANGE	
1: PERSONNEL - SALARIES	1,575,423	1,526,922	1,544,281	1,505,943	1,433,874	-110,407	-7.15%	Reduction of 1.4 FTE Certified staff positions
2: EMPLOYEE BENEFITS	551,142	475,647	503,388	423,040	450,179	-53,209	-10.57%	Change in insurance carrier for certified staff and change in family/two person/single options amongst staff. Certified staff no longer have HSA contributions.
3: PROF. AND TECH SERVICES	50,805	30,143	62,760	65,677	55,158	-7,602	-12.11%	Combined sports teams, reduced online subscriptions, off year for Nature's Classroom
4: PURCHASED PROPERTY SERVICES	89,660	114,368	71,041	80,238	79,592	8,551	12.04%	Increased estimates for cleaning and disposal costs, required water testing, and computer repair and maintenance. Copier lease added to this section.*
5: OTHER PURCHASED SERVICES	305,689	283,075	232,107	230,388	242,192	10,085	4.34%	Increase in bus cost per contract and increased fuel costs. Copy/print service added to this section.*
6: SUPPLIES	136,692	191,540	94,818	93,511	94,784	-34	-0.04%	Educational, maintenance, and utilities supply. Paid off electricity upgrade loan in 16-17. No longer purchasing ink and toner for printers.*
7: EQUIPMENT	16,150	60,487	4,750	6,058	3,932	-818	-17.22%	New equipment. Purchased new chromebooks and classroom furniture in 16-17. Copier lease removed from this section.*
8: DUES AND FEES	2,063	942	900	1,735	1,400	500	55.56%	Reinstated CASE membership for Board of Ed.
TOTAL CCS	2,727,629	2,683,129	2,514,045	2,406,610	2,361,111	-152,934	-6.08%	
TOTAL REGION ONE	1,356,330	1,325,805	1,452,662	1,456,180	1,655,525	192,863	13.19%	
TOTAL BOARD OF EDUCATION	4,068,862	4,008,934	3,976,707	3,862,790	4,016,636	39,929	1.00%	

*The total cost of copying, printing, and lease of new wireless copier/printer is approximately \$8000 and has been shifted from sections 6 and 7 to sections 4 and 5. Our copiers and printers are managed remotely by a copier service and we now pay only a per copy charge. Hence the shift from equipment and supplies to purchased services. Eliminating the retail purchase of ink and toner, monitoring printer usage, and using an updated and more efficient machine has resulted in overall cost savings.

CCS→	2,361,111	-6.08%
Region On	1,655,525	13.19%

Total-->	4,016,636	1.00%
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Total-->	4,016,636	1.00%
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VS	Prior	% +/-
Budget		
-120,776	-11.98%	
-13,218	-16.25%	
7,668	6.97%	
-126,326	-10.53%	
644	2.91%	
326	3.00%	
4,509	9.83%	
696	2.90%	
3,710	9.78%	
1,563	2.90%	
3,045	3.16%	
27	1.24%	
200	0.00%	
14,720	5.02%	
0	0.00%	
-1,000	-10.00%	
923	9.97%	
0	0.00%	
93	1.50%	
0	0.00%	
161	4.66%	
1,200	120.00%	
137	2.90%	

CCS→	2,361,111	-6.08%
Region On	1,655,525	13.19%

ITEMIZED COST ESTIMATE FOR EDUCATION FY 2018-2019										Total ->	
EXPLANATIONS	LINE ITEMS	Approved Budget	Actual	Approved Budget	Estimated Expend.	Proposed Budget	VS	% +/-			
		2016-2017	2016-2017	2017-2018	2017-2018	2018-2019	Prior	Budget			
26 Reduced estimate reflects reduced number of teachers	1231000 - Teacher Subs	14,400	19,300	13,815	16,000	13,500	-315	-2.28%			
27	Total 1.3 - TEMP STAFF CERT., CLASS. & PR	74,018	72,999	51,478	51,055	52,677	1,199	2.33%			
28	TOTAL 1.3 - PERSONNEL SALARIES	1,557,543	1,526,922	1,544,281	1,505,943	1,433,974	-110,407	-7.15%			
29	2 - EMPLOYEE BENEFITS						0	0.00%			
	Reflects reduction in staff, change in staff needs and less expensive product for certified staff. Estimated 12% increase for Aetna (non-certified staff health insurance) and 4.5% increase for MetLife (dental insurance).										
30	Health insurance for certified staff no longer includes HSA	419,816	351,360	383,240	314,043	351,033	-32,207	-8.40%			
31	Reduced certified staff	37,225	36,000	36,200	30,200	15,000	-21,200	-58.56%			
32	Reduced certified staff	2,867	2,976	2,758	2,682	2,344	-414	-15.01%			
33	Reduced certified staff	24,923	23,856	25,141	20,696	23,802	-1,339	-5.32%			
34		21,840	19,823	18,172	19,314	19,085	913	5.02%			
35		24,355	21,698	19,604	19,604	20,315	1,311	6.69%			
36	One teacher taking a course in 18-19	1,875	2,289	0	0	1,300	1,300	0.00%			
37		100	0	100	0	100	0	0.00%			
38	Budget 17-18 higher than actual.	18,142	17,646	18,173	16,501	16,800	-1,573	-8.66%			
39	TOTAL 2 - EMPLOYEE BENEFITS	551,142	475,647	503,388	423,040	450,179	-53,209	-10.57%			
40	3 - PROFESSIONAL AND TECHNICAL SERVICES						0	0.00%			
41	3.1 - ADMINISTRATIVE SERVICES						0	0.00%			
42	Health Office software program	305	302	321	321	325	4	1.25%			
43	Done in-house now	375	0	0	0	0	0	0.00%			
	Cost share for Powerschool- student/staff information management software						9	0.82%			
44	Staff attendance tracking and substitute position-filing system	1,100	921	1,091	1,089	1,100					
45	Quickbooks payroll support	660	572	573	595	600	27	4.71%			
46		1,996	1,758	1,700	1,750	1,750	50	2.94%			
47	Total 3.1 - ADMINISTRATIVE SERVICES	4,136	3,555	3,685	3,755	3,775	90	2.44%			
48	3.2 - PROFESSIONAL EDUCATIONAL SERVICES						0	0.00%			
49	Covers all field trips, special programs and assemblies.	10,100	6,410	5,067	6,000	5,658	591	11.66%			
50	Annual canoe trip and ropes course. No Nature's Classroom in FY 19 because trip is run in alternating years.	2,300	510	8,300	8,300	1,710	-6,590	-79.40%			
51		225	0	0	240	100	100	0.00%			
52		210	169	210	210	210	0	0.00%			
53	CCS portion of Region One library inventory and Follett Destiny software subscriptions.	1,276	1,654	1,100	850	1,100	0	0.00%			
54	Estimate	4,104	3,798	5,300	5,300	5,500	200	3.77%			

**CORNWALL
BOARD OF EDUCATION**

ITEMIZED COST ESTIMATE FOR EDUCATION FY 2018-2019		Approved Budget 2016-2017	Actual 2016-2017	Approved Budget 2017-2018	Estimated Expend. 2017-2018	Proposed Budget 2018-2019	CCS ->	
		2016-2017	2016-2017	2017-2018	2017-2018	2018-2019	Region On	Total ->
		Budget	Budget	Budget	Budget	Budget	VS	% +/-
EXPLANATIONS	LINE ITEMS							
Fluctuation due to multi-year, cost saving contracts. New line for 17-18, previously under line 107. Educational support programs, including Waterford, Reading A-Z, Bookfix, PBIS, Wordly Wise, IXL Math and ELA, Type to Learn, Soundtrap, Mixcraft, Rosetta Stone, Newsela, Renaissance Learning, Learn Naturally. Also includes Digital Purchase Order and Sharefile.								
55	3202000 Online Subscriptions	18,215	12,567	18,614	23,617	16,615	-1,999	-10.74%
56	Total 3.2 - PROFESSIONAL EDUCAT'L SER			38,591	44,517	30,893	-7,698	-19.95%
57							0	0.00%
58	Estimate usually higher than actual, as often these costs are covered by grants.							
59	3302210 - In-Service/Conferences/Workshops	8,806	3,440	6,000	2,500	6,000	0	0.00%
60	Total 3.3 - PROFESS'L TRAINING & DEVELOP	8,806	3,440	6,000	2,500	6,000	0	0.00%
61	3.4 - OTHER PROFESSIONAL SERVICES							
62	3401003 - Athletic Officials	3,328	1,444	2,584	1,250	1,500	-1,084	-41.95%
63	3402130 - Medical Services - Students	800	0	800	800	800	0	0.00%
64	3402200 - Consultant/Mentorship Prog	14,520	8,400	3,000	6,690	6,690	3,690	123.00%
65	3402201 - Accompanist	400	400	500	500	400	-100	-20.00%
66	3402310 - Legal Fees	500	341	7,500	5,565	5,000	-2,500	-33.33%
67	3402900 - Medical Services - Staff	100	0	100	100	100	0	0.00%
68	Total 3.4 - OTHER PROFESSIONAL SERVICE	19,648	10,585	14,484	14,905	14,490	6	0.04%
69	TOTAL 3 - PROF AND TECH SERVICES	50,805	30,143	62,760	65,677	55,158	-7,602	-12.11%
70	4 - PURCHASED PROPERTY SERVICES						0	0.00%
71	4.1 - CLEANING & DISPOSAL SERVICES						0	0.00%
72	4102620 - Septic System	1,000	1,700	850	850	850	0	0.00%
73	4202620 - Drapes/Upholstery	65	49	65	65	70	5	7.69%
74	4212620 - Refuse Removal/Recycling	4,460	4,125	4,335	4,335	4,379	44	1.01%
75	4242630 - Grounds/Snow Removal/Gutters	6,245	12,377	9,640	9,640	9,800	160	1.66%
76	4242631 - Brush/Tree Work	4,050	7,205			800	800	0.00%
77	Total 4.1 - CLEANING & DISPOSAL SERVICE	17,820	25,456	14,890	14,890	15,899	1,009	6.78%
78	4.2 - REPAIR & MAINTENANCE SERVICES							
79	4311000 - Instructional Equipment- R&M	925	1,284	800	800	1050 [1]	250	31.25%
80	4312223 - AV Equipment - R&M	500	60		0	200	200	0.00%
81	4312410 - Office Equipment - R&M	600	0	600	400	600	0	0.00%

CORNWALL BOARD OF EDUCATION														CCS ->	
ITEMIZED COST ESTIMATE FOR EDUCATION FY 2018-2019														Region One	
														Total ->	
														VS	
														Prior	
														Budget	
														% +/-	

CORNWALL BOARD OF EDUCATION ITEMIZED COST ESTIMATE FOR EDUCATION FY 2018-2019													CCS-->		
													Region On	1,655,525	13.19%
													Total-->	4,016,636	1.00%
EXPLANATIONS	LINE ITEMS	Approved Budget	Actual	Approved Budget	Estimated Expend.	Proposed Budget	VS	% +/-	Prior Budget						
		2016-2017	2016-2017	2017-2018	2017-2018	2018-2019									
105	Total 5.2 - INSURANCE	23,614	26,256	24,367	24,417	25,528			1,161			4.76%			
106	5.3 - COMMUNICATIONS								0			0.00%			
107	Internet access through CEN, \$375 per quarter	18,548	19,902	1,500	2,100	1,500			0			0.00%			
108	Postage stamps and UPS.	900	1,103	600	800	800			200			33.33%			
109	Approximately \$440 monthly charge. Long distance \$10 - \$20 per month.	5,600	5,758	5,600	5,614	5,650			50			0.89%			
110	Total 5.3 - COMMUNICATIONS	25,048	26,762	7,700	8,514	7,950			250			3.25%			
111	5.4 - ADVERTISING								0			0.00%			
112	Cost of placing bid notices in local papers.	200	139	200	100	200			0			0.00%			
113	\$402410 - Legal Notices		1,684		0	0			0			0.00%			
114	\$412410 Promotional Advertising		1,684		0	0			0			0.00%			
115	Total 5.4 - ADVERTISING	200	1,823	200	100	200			0			0.00%			
116	5.6 - SUMMER SKILLS PROGRAM								0			0.00%			
117	\$616114 - Summer Skills Program	2,500		2,500	2,317	2,500			0			0.00%			
118	Total 5.6 - SUMMER SKILLS PROGRAM	2,500	1,684	2,500	2,317	2,500			0			0.00%			
119	5.7 - TRAVEL								0			0.00%			
120	\$801000 - Staff	1,200		200	200	200			0			0.00%			
121	\$802310 - Board of Education	400	0	100	100	100			0			0.00%			
122	\$802410 - Principal	300	161	300	300	300			0			0.00%			
123	\$802610 - Custodians	450	390	100	100	100			0			0.00%			
124	Total 5.8 - TRAVEL	2,350	70	700	700	700			0			0.00%			
125	5.9 - OTHER SERVICES								0			0.00%			
126	Copy/print: per copy contract and service. Used to be split between lines 136 and 155. Service placed on one line to better track costs.	0	0	0	4400	4400			4400			0.00%			
127	Total 5.9 - OTHER SERVICES	-		232,107	4400	4400			4400			0.00%			
128	TOTAL OTHER PURCHASED SERVICES	305,689	283,075	232,107	230,388	242,192			10,085			4.34%			
129	6 - SUPPLIES								0			0.00%			
130	6.1 - SUPPLIES								0			0.00%			
131	Limited to specific teacher requests.	24,000	30,844	12,593	16,102	14,273			1,680			13.34%			
132	Current testing methods do not require the purchase of materials.	500	0		0	0			0			0.00%			
133	Bandages, ice packs, pain relievers, allergy medication, etc.	500	441	300	367	300			0			0.00%			
134	Book covers, labels.	315	179	134	50	134			0			0.00%			
135	6102223 - Library Supplies	300	18	100	100	100			0			0.00%			

CCS→	2,361,111	-6.08%
Region One	1,655,525	13.19%

Total →		4,016,636	1.00%
VS			% +/-
Prior			
Budget			
700		38.89%	
0		0.00%	
100		200.00%	
0		0.00%	
0		0.00%	
2,480		9.03%	
0		0.00%	
318		1.07%	
0		0.00%	
3,500		14.21%	
0		0.00%	
3,818		7.00%	
0		0.00%	
0		0.00%	
634		33.98%	
-216		-21.75%	
-11		-0.55%	
50		20.00%	
457		8.93%	
0		0.00%	
-6,514		-89.68%	
-275		-68.75%	
-6,789		-88.58%	
-34		-0.04%	
0		0.00%	
0		0.00%	
800		0.00%	
322		64.40%	

CCS→	2,361,111	-6.03%
Region One	1,655,525	13.19%
Total→	4,016,636	1.00%

CORNWALL BOARD OF EDUCATION ITEMIZED COST ESTIMATE FOR EDUCATION FY 2018-2019												CCS ->	2,361,111	-6.08%
												Region Ont	1,655,525	13.19%
												Total->	4,016,636	1.00%
												VS		
												Prior	% +/-	
												Budget		
EXPLANATIONS	LINE ITEMS	Approved Budget 2016-2017	Actual 2016-2017	Approved Budget 2017-2018	Estimated Expend. 2017-2018	Proposed Budget 2018-2019								
163		1,000	1,300		0	0				0	0.00%			
	7342223 - AV Equipment													
164	Hardware purchases to be reflected in capital account.	3,000	28,730	800	2,200	500				-300	-37.50%			
165	Current year amount for teacher laptops.	1,000	422	500	800	360				-140	-23.00%			
166	Operating system licenses for new Chromebooks.	1,600	1,764	500	408	500				0	0.00%			
167										0	0.00%			
	7391007 - Music Program													
168	Copier lease now in line 94.	2,500	6,997	2,000	400	500				-1,500	-75.00%			
169		450	0	450	250	450				0	0.00%			
	7392620 - Fire Exting. Replacement													
170		16,150	60,487	4,750	6,058	3,932				-818	-17.22%			
171		16,150		4,750	6,058	3,932				-818	-17.22%			
	TOTAL 7 - EQUIPMENT									0	0.00%			
172										0	0.00%			
	8 - OTHER OBJECTIVES													
173														
	8.1 - DUES & FEES													
	8102410 - Professional Dues & Fees	2,068	942	900	1,735	1,735				835	92.78%			
174	Teacher professional organization fees, CT Association of													
Boards of Education membership														
175		2,068	942	900	1,735	1,400				500	55.56%			
	Total 8.1 - DUES & FEES									500	55.56%			
176		2,068	942	900	1,735	1,400				0	0.00%			
	TOTAL DUES AND FEES													
177	Board of Finance Adjustment	-15,097								-152,934	-6.08%			
	TOTAL CCS	2,712,532	2,683,129	2,514,045	2,406,610	2,361,111				0	0.00%			
178										0	0.00%			
	REGION ONE													
179														
	5.5 - REGION ONE													
180														
	5616111 - HVRHS Tuition	887,401	867,531	1,048,635	1,040,697	1,229,509				180,874	17.25%			
181														
	5616112 - Pupil Services	385,576	374,884	333,733	331,566	342,524				8,791	2.63%			
182														
	5616113 - Administrative Services	83,853	83,390	80,294	83,917	83,492				3,198	3.98%			
183														
	TOTAL REGION ONE	1,356,830	1,325,805	1,462,662	1,456,180	1,655,525				192,863	13.19%			
184										0	0.00%			
185														
	CORNWALL BOARD OF EDUCATION	4,068,862	4,008,934	3,976,707	3,862,790	4,016,636				39,929	1.00%			
186														
187														

CCS Capital Plan

Developed by CCS Building & Grounds Committee

Updated March 5, 2018

Current Balance: \$49,875

Project	Cost Information	Preferred Timing
Excavate and patch middle school stairwell to prevent leaking	Estimate of \$3600; work has been approved committee	Plan to start March, 2018 with Noad Construction
Replace heating valves in north wing; at least four valves that are in poor shape should be replaced	Approximately \$2000 for two valves	Replace two valves, summer 2018
Roof ("the entire U" above the library, 3/4 classrooms, and north wing)	\$21,000 (estimate from Royal Construction	Summer 2018
Continue general flooring replacement, with rooms 200 and 201 next, followed by library and computer lab	\$4,000 per regular classroom	Rooms 200 and 201 in summer 2018
Chromebook purchases for rising 5th graders	\$2900	Summer 2018
Technology: network switch and backup server	\$2000	Summer 2018
Patch driveway	Seeking estimate	Summer 2018
Replace outdated locksets	Seeking estimate	Summer 2018